COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction designates responsibilities and outlines procedures for submission of information and listings necessary to establish and maintain the MacDill Air Force Base (AFB) telephone directory in a current status. This instruction applies to all base and tenant organizations on MacDill AFB.

SUMMARY OF REVISIONS

This revision incorporates the requirements, procedures, and information formerly in MACDR 700-8 and updates information and requirements due to rescission of the 700 series.

1. References: AFI 33-111, Telephone Systems Management

2. General:

2.1. Only one telephone directory will be prepared for MacDill AFB, issued as required, but not to exceed three revisions per year. Accuracy and timely submission of changes are the responsibility of the Telephone Control Officers (TCO).

2.2. A computerized telephone directory system has been implemented with its purpose to gather, store, and provide accurate updates of telephone directory information.

3. Responsibilities:

3.1. The 6th Communications Squadron, Administrative Telephone Switchboard Operations (6 CS/ SCMTA), will:

3.1.1. Prior to the publication of a new telephone directory, disseminate a Certification List to the respective organizational TCOs for certification of accuracy and/or redline changes. The Certification List is compiled by organization and office symbol. An example of the Certification List, along with explanatory remarks, is contained in **Attachment 1** and **Attachment 2**.

3.1.2. Maintain and revise the MacDill AFB Telephone Directory as the result of any additions, changes, or deletions indicated on the Certification List.

3.1.3. Review copies of all AF Forms 3215, C4 Systems Requirements Document (as applicable), and make appropriate additions, changes, or deletions to the master listings.

3.2. Commander or division chiefs of all base and tenant activities will:

3.2.1. Appoint a primary and alternate TCO as required by AFI 33-111, paragraph 8.

3.2.2. Make the TCO the sole point of contact between 6CS/SCMTA and the submitting activity. The appointed TCO will:

3.2.2.1. Be the recipient of the printed Certification List.

3.2.2.2. Review Certification List for accuracy and annotate the listing, in red ink, where changes are needed. When applicable, add or delete information.

3.2.2.3. Return the certified redlined listing to 6 CS/SCMTA not later than five working days from the date of receipt.

3.2.2.4. Submit major out-of-cycle changes to the telephone directory listing by formal correspondence to the 6 CS/SCMTA.

3.2.2.5. Ensure that only Class C numbers are listed when both A and C services are provided to an office, and that on rotary sequence numbers, or "hunt groups," only the pilot (first) number is listed.

4. Directory Listing: The MacDill AFB Telephone Directory will contain an alphabetical and/or numerical listing of organizations as follows:

4.1. Organizational Listing Section. The first section will contain an alphanumerical listing of all units serviced by the telephone exchange. Only official titles, as authorized by AFI 38-101 and AFMAN 37-127, will be used to identify each major organizational function listed. Listings will contain the organizational title, major organizations, office/address symbol, building number, office extension, and type of telephone service. The TCO will submit this information either by certified redline listing or by formal correspondence.

4.2. Classified Listing Section. The second section will contain an alphabetical listing of all principal activities by base function or mission and a title that is recognized with the military terminology. Basic listings will be derived from the organizational listing section by the Commander, Mission Systems Flight.

4.3. Interim Directory Changes. It is essential that information concerning changes, additions, and deletions to telephone numbers be disseminated promptly throughout the organizations served by the telephone exchange. This is best accomplished by inserting the information in the Official Bulletin.

4.4. Issue of City of Tampa telephone directories to on-base offices will vary according to the quantity received, but will not normally exceed one per five instruments. Issue will be made in August of

each year by the Base Telephone Commercial Services Office. City telephone directories provided to MacDill AFB organizations are in short supply and are not to be removed for personal use.

CHARLES T. OHLINGER III,   Colonel, USAF
Commander

Attachment 1

CERTIFICATION LIST
BASE TELEPHONE DIRECTORY
TELEPHONE MANAGEMENT SYSTEM

Maj Org	Office Sym	Card ID	Name or Organization Title	Street Address	Bldg Nr	Phone Nr	Ext
MFCU		2	Credit Union/MacDill FCU	2418 Florida Keys Ave	102	837-2451	
MFCU		2	MCFU MacDill MacTouch	2418 Florida Keys Ave	102	831-7888	
MFCU		2	MacDill FCU	2418 Florida Keys Ave	102	837-2451	
MFCU		2	MacDill FCU MacTouch	2418 Florida Keys Ave	102	831-7888	

Attachment 2

CERTIFICATION LIST INSTRUCTIONS

A2.1. Upon receipt of the certification list, review it for accuracy and annotate in red, any changes, deletions, or additions to the listing.

A2.2. The listing will be forwarded to the TCO in two copies. One copy with corrections, if required, will be forwarded to the 6 CS/SCMTA within 5 working days of receipt. The second copy may be retained for your files.

A2.3. The following are explanatory remarks for the columns contained on the Certification List:

A2.3.1. MAJ ORG: This is your major organization symbol for listed organization title. A maximum of 10 characters can be printed.

A2.3.2. OFFICE SYM: The office symbol should be the exact symbol for listed organization title. A maximum of 10 characters can be printed.

A2.3.3. CARD ID: This column identifies where the listing appears in the base telephone directory.

Numerical number 1- Organizational Listing Section

Numerical number 2 - Classified Listing Section

A2.3.4. NAME OR ORGANIZATION TITLE: The organizational name as authorized by AFI 38-101 and AFMAN 37-127. A maximum of 31 characters can be printed, including spaces.

A2.3.5. STREET ADDRESS: Street address may be up to 21 characters long.

A2.3.6. BLDG NR: Building number. A maximum of 6 characters can be printed.

A2.3.7. PHONE NR: Self-explanatory. A maximum of 7 numbers can be printed.

A2.3.8. EXT: Extension number.